

	KANSAS CITY, MO. POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	PROCEDURAL INSTRUCTION	10-28-2015	10-28-2015	15-09
SUBJECT			AMENDS	
Timekeeping Procedures				
REFERENCE		RESCINDS		
Timekeeping Reference Guide (Intranet) Personnel Policy Series 700 – Administration of Leave PPBM: 418 "Overtime/Court Time Policy," 419 "Holiday Compensation," & 317 "Suspension of Members."		PI: 03-6 & 03-6A SO 13-22		

I. INTRODUCTION

This written directive provides guidelines for the use of the designated timekeeping system.

II. TERMINOLOGY

- A. **Exception Entry** - Any change made to a member's expected work record in the timekeeping system.
- B. **Expected Work Record** - A pre-assigned work schedule for the entire work period or work year for each member, as generated by the designated timekeeping system.
- C. **Pay Period** - A fixed and regularly recurring period of time consisting of 14, consecutive, 24-hour periods beginning at 0001 hours on a specified Sunday and ending at 2400 hours on the following second Saturday.
- D. **Source Document** - Department forms, letters, and memorandums used for supporting exception entries (authorization of leave or documentation of absences). Refer to Section IV, F of this directive for further information.
- E. **Tour of Duty** - A period of time that elapses between the beginning and the conclusion of the regular hours of assignment, when a member is regularly scheduled to be on duty or stationed at a prescribed place.
- F. **Work Period** - A fixed and regularly recurring period of time consisting of 28 consecutive days beginning at 0001 hours on a specified Sunday and ending at 2400 hours on the following fourth Saturday.
- G. **Work Year** - An established and recurring period of time consisting of 364 consecutive days beginning at 0001 hours on a specified Sunday and ending at 2400 hours on the following 52nd Saturday.

III. GENERAL GUIDELINES

- A. The supervisor/commander of each element and/or shift will:
 - 1. Assume responsibility for administering the time records of all members of the element/shift.
 - 2. Appoint a designated timekeeper and at least one alternate timekeeper. Access to the system shall automatically be terminated upon the transfer of a designated or alternate timekeeper.
- B. Timekeeper Responsibilities
 - 1. In the absence of the designated timekeeper, an alternate timekeeper shall assume the duties and responsibilities of the designated timekeeper.
 - 2. In addition to their regular assigned duties, the efficient and accurate maintenance and use of time records for each member assigned to that particular element/shift will be the responsibility of the designated/alternate timekeeper.
 - 3. Time records will be maintained in accordance with this written directive and the Timekeeping Reference Guide (available on the department Intranet).
 - 4. Passwords
 - a. Designated and alternate timekeepers will select a password to be used with the system and will maintain the integrity of their password.
 - b. Unauthorized release and/or use of a password may result in disciplinary action.
- C. Information Services Division will be responsible for providing the work period verification report (prepared for each element and each member within the element). This report will be forwarded to each division commander during the week following the end of each work period.
- D. Personnel Records Section (PRS) Responsibilities
 - 1. On receipt of a request for a new or alternate timekeeper, arrange for training and obtainment of a password for the new or alternate timekeeping member.
 - 2. Enter new timekeeper information into the designated timekeeping system.

3. All inquiries on members considered for promotion or reassignment will be processed by PRS.
 4. Transfer all time records to new assignments.
- E. PRS shall be contacted to resolve any questions or problems that may arise regarding the timekeeping system.
- F. Members should refer to the following:
1. Personnel Policy Series 700 – Administration of Leave, For specifics regarding administration of leave and types of approved leave/absences.
 2. Personnel Policy 418, “Overtime/Court Policy,” for information regarding overtime and court time exceptions and processes.
 3. Personnel Policy 419, “Holiday Compensation,” for specifics regarding holiday compensation.
 4. Personnel Policy 317, “Suspension of Members,” regarding paid and unpaid suspension requirements.

IV. PROCEDURE

- A. Designating a New or Alternate Timekeeper
1. A memorandum or an Interdepartment Communication, Form 191 P.D. (191 P.D.) requesting a specific member be appointed as a designated or alternate timekeeper will be submitted through the division level chain of command to the PRS.
 2. These members will be trained in the maintenance and use of the designated timekeeping system by PRS.
 3. The designated and alternate timekeepers will be specified on the Monthly Assignment Roster.
- B. Timekeeper’s Daily Responsibilities
1. Review and enter timekeeping data daily.
 2. Attempt to enter exception entries to members' expected work records within four (4) hours after the start of their tour of duty. All other timekeeping entries should be entered as they are reported.

- C. Members requesting timekeeping data from another element will submit a memorandum or a 191 P.D., detailing the data needed through the division level chain of command to PRS.
- D. Special Exceptions
 - 1. Special Assignment (SA) will be utilized for members performing on-duty assignments within the department but at a place other than the member's regular assignment, and other than In-Service Training. SA may be utilized in hourly increments. A member is required to work their regular assignment for time not spent on SA unless otherwise specified and approved by their immediate supervisor/commander.
 - a. If a member is assigned to a SA that is scheduled for twenty-eight (28) days or less, the member's immediate supervisor/commander shall provide the timekeeper with the appropriate source document indicating the beginning and concluding dates of the SA.
 - (1) The supervisor/commander of the element where the special assignment occurs will contact the member's regular supervisor/commander to report all exception entries for the duration of the SA.
 - (2) The member's regularly assigned supervisor/commander shall prepare and maintain all source documents for exception entries that occur during the SA.
 - b. When a member's SA is scheduled to extend beyond a twenty-eight (28) day period, the member's immediate supervisor/commander will complete and forward a 191 P.D. through the chain of command to the PRS requesting the member's time record be forwarded to the element where the SA will occur.
 - (1) The supervisor/commander of the special assignment element shall complete and forward to their timekeeper, any source document required for an exception entry for the member on SA.
 - (2) The timekeeper assigned to the member's regular unit will remove any advanced leave prior to the transfer of the time record to the SA.
 - (3) Upon transfer, the timekeeper of the element where the SA occurs will maintain the member's time record during the SA.

(4) Prior to completion of the SA, the supervisor/commander will:

(a) Complete and forward a 191 P.D. requesting the member's time record be returned to their original assignment.

(b) Review and verify the member's time record.

2. Special Duty (SD) will be utilized for members performing work away from the department and not subject to immediate supervision by a department member; e.g., extradition of a prisoner, jury duty, etc.

a. SD may be captured in hourly increments.

b. Outside training (T) does not qualify as SD.

c. A member is required to work their regular assignment for time not spent on SD unless otherwise specified and approved by their immediate supervisor/commander.

E. Transfer of a Member

1. Prior to a member's transfer, the division commander will review, verify, and ensure all entries for the work period are correct.

2. All advanced leave must be deleted by the relinquishing element prior to the date of transfer of a member.

3. Timekeepers and supervisors must monitor work time and days off (R-days) to ensure all members moving in and out of the eight (8) or ten (10) hour work plan have the appropriate hours of work time for each pay period.

F. Source Documents

1. Application for Leave, Form 1 P.D. will be the source document for the following types of leave/absences:

a. Family and Medical Leave

b. Leave Without Pay

c. Military Leave

d. Vacation (4 days or more)

2. The Injury Report, Form 314 P.D. will be the source document for Injury Days.

3. A copy of the suspension notification letter will be the source document for Suspension Days.
4. All other types of leave/absence will be captured on the following forms (also indicated on each form):
 - a. The Patrol Bureau Daily Assignment/Exception Entry Sheet, Form 5015 P.D., is the source document for Patrol Bureau personnel.
 - b. The Communications Unit Daily Assignment/Exception Entry Sheet, Form 5016 P.D., is the source document for Communications Unit personnel
 - c. The Daily Exception Entry Sheet, Form 469 P.D., is the source document for all other elements/personnel.

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____ 20____.

Alvin Brooks
Board President

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